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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 22 August 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #34
16 through 22 August 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Training

(1) During the week of 13 August there were 82 people in Clerical Induction Training and 45 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction for the week of 14 August were as follows: Of 4 people tested in shorthand, none qualified; of 14 people tested in typing, 4 qualified.

(3) The results of the official Agency tests administered by Clerical Refresher for the week of 14 August were as follows: Of 4 people tested in shorthand, none qualified; of 5 people tested in typing, none qualified.

(4) Mrs. [] attended The Gregg Methods Conference for Business Teachers in Chicago during the week of 14 August.

b. Management Training

Nothing to report.

c. Intelligence Training

(1) Mr. [] is working on a proposed schedule for the map reading course entitled "Use of Maps in Intelligence." The course will emphasize the use of foreign maps.

(2) Dr. [] is working out with OO a tentative program for the OO/C Refresher Course, which will be given 17-26 September at 1717 H Street.

(3) Intelligence Techniques Course #1 is in its last week with the students concentrating on the final 20-minute briefings on their intelligence problems. The group has been an unusually lively one and has shown a high standard of performance.

25 YEAR RE-REVIEW

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d. Reading Improvement

The OCR Scanning Techniques Course ended 20 August. The six section chiefs and supervisors from OCR who attended indicated that they felt the course was worthwhile and suited to their needs.

e. Orientation and Briefing

(1) On 16 August the CIA Introduction Program was conducted for 70 people.

(2) On 14 August G/OB conducted a special briefing for the new Chief of Security, Department of State, Mr. Edward Bailey and his Deputy, Mr. Minor.

(3) On 14 August the 27th CIA Review Program was conducted by G/OB for 53 people.

(4) On 20 August G/OB conducted a special briefing for 18 special agents from the Office of Security.

f. Instructor Training

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g. Intelligence Orientation

(1) The Registrar has reported that as of 17 August 140 applications for Intelligence Orientation have been received. This number exceeds the maximum enrollment figure by 15.

(2) The following preparations for Intelligence Orientation #1 have been completed: (a) The draft of the Training Evaluation Forms will be sent to the printer this week; (b) Kit materials have been reviewed and revised; "Collection of Information for Intelligence Purposes" has been added to the required reading; (c) Guest speakers have been contacted and commitments secured.

(3) The painters have finished their work in the R & S Auditorium. All that remains to be done there is re-hanging of curtains and rearrangement of furniture.

(4) The recording on special forms of course attendance data has been completed for the month of July. This project is a part of the reporting system instituted in connection with the "5% Requirement."

(5) On 20 August, memoranda were sent to ORR, OCR, and OBI outlining the plan to invite individuals from IAC agencies to the Intelligence Products Exhibit.

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(6) [redacted], agreed to further investigation of the possibility of organizing a special study course for certain categories of DD/P personnel. Mr. [redacted] will do the necessary planning prior to submission of a formal proposal to D/TR.

h. Administrative Training

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(1) A briefing on the Offices of the Clandestine Services has been scheduled for 1 [redacted] on 27 August.

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(2) Miss [redacted] instructed courses at [redacted] for three days this week.

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(3) Mrs. [redacted] conducted the first of two special training sessions requested for senior PP secretaries on correct cable format and cable writing. Mr. [redacted] Training Officer, attended the session and was very pleased with the material presented. This was the first formal presentation given by Miss [redacted] who will be taking over the presentation of cable procedures from Mrs. [redacted].

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(4) A reply to Mr. [redacted] memorandum on the Finance Handbook was sent to Mr. [redacted], as well as a chronological account of the progress of the Handbook.

i. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

3. PERSONNEL NOTES

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a. Mr. [redacted] is on annual leave 20-31 August.

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b. Miss [redacted] will be on vacation until 4 September.

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